



CONTRACTOR PAYMENT SCHEDULE

<p>Deadline Approved Timesheet Submission Deadline (Monday 5:30pm) All weekly approved timesheets must be submitted no later than 5.30 pm on Monday, following the respective week worked.</p>								
<p>Timesheets should be completed/Authorised on the Timesheet Portal: www.digitalgurus.co.uk/timesheets For queries telephone 0844 686 0130 or email queries@digitalgurus.co.uk</p>								
<p>When do I get paid? When you receive your self-bill invoice / remittance by email you will be paid 21 days after See below example</p>								
<p>My manager is away who should approve my timesheet? If you know your manager is going to be away, then <u>before</u> submitting your timesheet speak to your Digital Guru and let them know who else can authorize it. We will make the changes, so you can complete your timesheet</p>								
<p>Example of a 3 week project</p>								
	SUN	MON	TUE	WED	THU	FRI	SAT	
Week 1 timesheet submitted and approved by 5:30 Monday 9th	1	2	3	4	5	6	7	You worked WEEK 1 (Monday 2nd - Friday 6th)
Week 1 timesheet submitted and approved by 5:30 Monday 16th	8	9	10	11	12	13	14	You worked WEEK 2 (Monday 9th - Friday 13th)
Week 1 timesheet submitted and approved by 5:30 Monday 23rd	15	16	17	18	19	20	21	You worked WEEK 3 (Monday 16th - Friday 20th)
	22	23	24	25	26	27	28	
	29	30	31	1	2	3	4	WEEK 1 paid on Friday 27th
	5	6	7	8	9	10	11	WEEK 2 paid on Friday 3rd
	12	13	14	15	16	17	18	WEEK 3 paid on Friday 30th
	19	20	21	22	23	24	25	
	26	27	28	29	30	1	2	

Please ensure if you use an Umbrella company that they also adhere to our timescales.

NB: Umbrella Companies receive the monies on the dates above; contractors will need to check their Umbrella Company payment calendars to confirm transfer into accounts as this may be different.